



HINDUSTAN ORGANIC CHEMICALS LTD
(A Govt. of India Enterprise)
AMBALAMUGAL PO
ERNAKULAM DIST, KERALA, INDIA
Phone :04842720911 ; Email :kochi@hoclindia.com
Fax :0484-2720893 ; Web :www.hoclindia.com

REQUEST FOR QUOTATION

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Service RFQ NO.	: 70000155 / MSS/337/2022
Tender Type	: Limited Tender Service
Due Date/Time	: 10-Aug-22/14:00:00 hrs
Opening date/Time	: 10-Aug-22/15:00:00 hrs
Contact Person	:
Date	: 20-7-2022

SERVICES REQUIRED AT:

M/s.HINDUSTAN ORGANIC CHEMICALS LTD

AMBALAMUGAL PO, ERNAKULAM DIST, KERALA, INDIA

Dear Sirs,

Subject: AMC FOR PRINTER 2022-2023

Sealed quotations in duplicate are invited by Hindustan Organic Chemicals Ltd.,Ambalamugal for the works as detailed below.A set of tender documents is enclosed for submitting your quotation.

Name of Work:AMC FOR PRINTER 2022-2023. A brief description of the scope of work is given separately which is attached herewith.

Last date of receipt of quotations:Tenders will be received at the office of General Manager(P&A), Hindustan Organic Chemicals Ltd.,Ambalamugal on or before 10-Aug-22/14:00:00 hrs. Bids received after the due date will not be considered.

Schedule of Rates,Scope of Work,Terms & Conditions and Other Documents are enclosed

Bidders shall go through all documents attached to the quotation and fill in the blank spaces provided for and submit the same duly signed and dated. Quotation should be completed in all respects and in accordance with the various terms and conditions specified in the enquiry documents. Incomplete quotations are liable to be rejected.

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Goods and Service Tax (GST) :

Goods and Service Tax (GST) applicable shall be paid extra, to those who have GSTIN registration, unless otherwise specified elsewhere.

Rates :

The Tenderer should quote the rates in English both in figures as well as in words. Offers received without the rates in figures and in words are liable for rejection. In case of discrepancy exists between the rates quoted in figures and words, the rates quoted in words will prevail.

ESI, PF, Labour Law, SHE (Safety, Health & Environment) etc. # Requirements :

Refer Annexure A, B and C attached.

Validity of Offer :

The offer shall be valid for a period of 90 days from the last date of submission of tenders. The successful tenders shall sign the 'Form of Rate List' or execute an agreement in non-judicial stamp paper of appropriate value (to be borne by the contractor) within 21 days from the date of issue of letter of acceptance

Contract Preference :

Contract / Price Preference or any other concessions applicable for MSME / SSI Units / PSUs will be as per latest Government of India Directives. For availing this benefit, the bidder shall make their claim in the Technical Bid itself and enclose necessary documentary evidence to prove their eligibility.

Other Terms & Conditions :

The tenderers have to download the GCC (General Conditions of Contract) from our website www.hockkochi.com and the same has to be returned along with the technical bid duly signed and stamped in all pages. However those who wish to have a hard copy of the same, can collect from us on request. The request for extension of due date will not be entertained in any case.

In addition to Clause No. 3.7 of our GCC, the tenderers who do not meet the basic requirements (technical / commercial) as per the tender enquiry document and any other important condition having significant bearing on the cost / utility / performance of the required goods, services, etc. will be treated as unresponsive and the tender will be liable to rejection.

In case you are unable to quote, kindly send the quotation with a regret for our records. Non-receipt of a regret will adversely affect your vendor rating.

Your quotation must be strictly in enclosed envelope indicating Collective RFQ Number, RFQ Number, Due Date and Name of Work.

For all future correspondences, please mention the Service RFQ Number , Contractor Name and Vendor Code.

The tender notice may be read in conjunction with the standard General Conditions of Contract (available in www.hockkochi.com), Special Conditions of Contract, Technical Specification, Drawings and other documents forming part of this enquiry.

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Schedule of Rates

Name of vendor:

GSTIN Regn. of vendor:

Item No.	Service No. Description	Unit	RFQ Qty	Unit Rate (INR) Figure / Words	Amount (INR)
1	S9000221 AMC FOR CANON LASER LBP 2900B A4 SIZE	Numbers	1.00		
Service Account Code(SAC) for S9000221 :					
Rate of Tax %:					
2	S9000058 AMC FOR CANON LASER LBP 3300 A4 SIZE	Numbers	8.00		
Service Account Code(SAC) for S9000058 :					
Rate of Tax %:					
3	S9000226 AMC FOR CANON MF LASER 4570 DH A4 SIZE	Numbers	1.00		
Service Account Code(SAC) for S9000226 :					
Rate of Tax %:					
4	S9000290 AMC FOR CANOSCAN LIDE 110 SCANNER	Numbers	1.00		
Service Account Code(SAC) for S9000290 :					
Rate of Tax %:					
5	S9000041 AMC FOR EPSON LQ 300/LX 300	Numbers	2.00		
Service Account Code(SAC) for S9000041 :					
Rate of Tax %:					
6	S9000055 AMC FOR CANON IMAGE CLASS LBP613CDW	Numbers	1.00		
Service Account Code(SAC) for S9000055 :					
Rate of Tax %:					
7	S9000051 AMC FOR HP LASER JET P1008 A4 SIZE	Numbers	4.00		
Service Account Code(SAC) for S9000051 :					
Rate of Tax %:					
8	S9000291 AMC FOR HP LASER JET P1008 A4 SIZE	Numbers	2.00		
Service Account Code(SAC) for S9000291 :					
Rate of Tax %:					
9	S9000050 AMC FOR HP OFFICEJET 5610 A4 SIZE	Numbers	2.00		
Service Account Code(SAC) for S9000050 :					
Rate of Tax %:					
10	S9000038 AMC FOR TVSE MSP345 CHAMPION XL	Numbers	2.00		
Service Account Code(SAC) for S9000038 :					
Rate of Tax %:					

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11	S9000035 AMC FOR WEP LQ DSI 5235	Numbers	4.00	
Service Account Code(SAC) for S9000035 :.....				
Rate of Tax %:				
12	S9000036 AMC FOR WIPRO LQ 1050+DX	Numbers	3.00	
Service Account Code(SAC) for S9000036 :.....				
Rate of Tax %:				
13	S9000054 HP LASER JET 1020 PLUS PRINTER A4	Numbers	1.00	
Service Account Code(SAC) for S9000054 :.....				
Rate of Tax %:				
14	S2000149 HP LASER JET 1320n Q5928A PRINTER	Numbers	2.00	
Service Account Code(SAC) for S2000149 :.....				
Rate of Tax %:				
15	S9000409 EPSON LX310	ACTIVITY UNIT	3.000	
Service Account Code(SAC) for S9000409 :.....				
Rate of Tax %:				
16	S9000410 HP LASERJET PROM501	ACTIVITY UNIT	5.000	
Service Account Code(SAC) for S9000410 :.....				
Rate of Tax %:				
17	S9000412 CANON IMAGE CLASS MF4820D	ACTIVITY UNIT	6.000	
Service Account Code(SAC) for S9000412 :.....				
Rate of Tax %:				
18	S9000411 CANON IMAGE CLASS MF 4370 DN	ACTIVITY UNIT	1.000	
Service Account Code(SAC) for S9000411 :.....				
Rate of Tax %:				
19	S9000444 CANON IMAGE CLASS MF 240DN	ACTIVITY UNIT	6.000	
Service Account Code(SAC) for S9000444 :.....				
Rate of Tax %:				
20	S9000445 CANON LBP6 230 DN	ACTIVITY UNIT	15.000	
Service Account Code(SAC) for S9000445 :.....				
Rate of Tax %:				
21	S9000446 CANON IMAGE CLASS MF 241D	ACTIVITY UNIT	12.000	
Service Account Code(SAC) for S9000446 :.....				
Rate of Tax %:				
22	S9000290 AMC FOR CANOSCAN LIDE 110 SCANNER	Numbers	1.00	
Service Account Code(SAC) for S9000290 :.....				
Rate of Tax %:				

All fields including Service Account Code and tax rate for all the items to be filled by the vendor /contractor failing which your offer is liable to be rejected.

Total Amount Rs:

Continued...

In Words Rupees:.....

Date :

Signature and Seal of the Contractor

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NOTES

1.SCOPE OF WORK:- TERMS AND CONDITIONS

1. Preventive maintenance : Once in a month
2. Breakdown maintenance : As and when required

3. Breakdown to be attended : Within 4 working hrs of reporting
4. You should provide well-qualified and highly trained service professionals.
5. The AMC is comprehensive in nature including the spares.

6. All defective damaged parts, including plastic parts (like knob, sproket etc) should be replaced free of cost during the period of contract except consumables like printer head and printer ribbon. Sufficient stock of spare should be maintained to ensure minimum downtime.

7. The parts replaced should be new or equivalent to new in performance when used in the equipments.

2.PERIOD OF CONTRACT:-

One year from the issue of work order

3.TIME OF COMPLETION:-

One year from the issue of work order

4.EARNEST MONEY DEPOSIT:NIL

5.DEFECT LIABILITY PERIOD:AS PER GCC

6.SECURITY DEPOSIT:NIL

7.PAYMENT TERMS:-

Quarterly payment shall be made on submission of invoices at the end of each quarter. In case any printer /scanner is replaced by us during the tenure of the contract, then the AMC for the same will be discontinued and the payment will be on pro-rata basis.

8.SCOPE OF SUPPLY:MATERIALS

Contractor's Scope: All the materials required (spares) for the satisfactory completion of maintenance shall be arranged by the contractor

HOCL's Scope: Nil

TOOLS & TACKLES

Contractor's Scope: All the tools and tackles required for satisfactory completion of maintenance shall be arranged by the contractor.

HOCL's Scope: Nil

9.ENGINEER/OFFICER IN CHARGE:NASEEMA A P, MANAGER SYSTEMS

Thanking You,

Yours Faithfully,

FOR HINDUSTAN ORGANIC CHEMICALS LTD

**NASEEMA A P
MANAGER (SYSTEMS)**

Attachments: -

Continued...

1. Annexure 'A & B' - ESI, PF, Labour Law Requirements.
2. Annexure 'C' - Safety, Health and Environment (SHE) Conditions.
3. Annexure 'D' - Proforma of declaration of black listing / Holiday listing
4. General Conditions of Contract. (can be downloaded from HOCL website)
5. Special Conditions of Contract

-----Tear off portion to be pasted on the Envelope containing Offer-----

Offer for AMC FOR PRINTER 2022-2023

RFQ No. : 70000155

Due Date :10-Aug-22
Due Time : 14:00:00 hrs

To,
General Manager(P & A)
Hindustan Organic Chemicals Limited
P.O Ambalamugal, Ernakulam - 682302
Kerala , India